



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 30, 2009

Tom Butte, General Manager

tom@hollyyashi.com

Holly Yashi, Inc.

1300 9th Street

Arcata, Ca 95521

Dear Mr. Walton:

RE: FINAL MONITORING VISIT REPORT for Holly Yashi, Inc. – ET07-0341

Attendees:	Holly Yashi Representatives: Jeff Walton, Administrative Assistant, and Kaye Cabeceira, Payroll Clerk and HR ; ETP Representative(s): Kristie Ohta, ETP Analyst		
Visit Location:	Teleconference		
Date of the Visit:	July 2, 2009	Beginning/End Time:	2:00 pm – 3:00pm
Term of Agreement:	May 8, 2007 May 7, 2009	Agreement Amount:	\$39,600
Training Start Date:	May 8, 2007	Reimbursement Amount:	\$22.00
Date Training must be Completed:	February 6, 2009	Number of Trainees to Retain:	30
Type of Trainee:	Retrainee	Range of Hours:	8 - 60
Action Required:	NO	Weighted Ave. Hours:	60
		Recommended Hours for Progress Payment 1	15

Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on June 1, 2007, and training began on May 8, 2007. Your staff reported that all training was completed on February 6, 2009 which allowed for the 90-day retention period to be completed within the term ending date of the Agreement, May 7, 2009.

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ETP (04/15/05)

ETP approved one Amendment on November 27, 2007, to modify the term of your Agreement to May 8, 2007 – May 7, 2009, due to training progressing slower than anticipated because of increased production demands.

Interview with Mr. Walton Administrative Assistant and Kaye Cabeceira, Payroll Clerk and HR. and Tom Butte, General Manager.

- What barriers, if any, did your company experience in implementing your ETP project?
One of our biggest barriers was waiting for production to slow down enough to schedule training time.
- What problems, if any, did your company experience with ETP record keeping?
The record keeping was quite easy once we got the hang of the website, and the help we received from your office when a problem came up.
- What assistance could ETP have provided that would improve the process for future Contractors?
None.
- How did your company benefit from the ETP training?
The employees have a better understanding of how the company operates.

Project Status Provided By The Contractor:

Planned Number of Trainees:	30	Total Agreement Training Hours:	1,800
Trainees Enrolled:	23	Training Hours Recorded:	212
Trainees Started Training:	40	Potentially Reimbursable Hours:	212
Number of Trainees Dropped:	17	Number of Trainees Completed Training:	23
Completed 8 hours:	23	Trainees in Retention:	- 0 -
Completed Minimum hours:	23	Trainees Completed Retention:	23

Holly Yashi's records 23 show that trainees have completed training and 2 90 day retention period (76% of planned retentions). Holly Yashi's projects earnings to be \$4,664 (11.5% of the encumbered total \$39,600). Current records show that Holly Yashi has received \$0 in progress payments, of which \$0 has been approved as earned. Ms. Ohta, Ms. Cabeceira and Mr. Walton, worked on processing progress payments 1 and 2, and final payment for 23 trainees.

Attendance Rosters:

Ms. Ohta reviewed a sampling of 3 class/lab rosters to ensure they are being completed correctly and to ensure the accuracy of the information input. You are using multiple day rosters and all rosters reviewed met Panel requirements for documenting this training. This finding is based only on the training records reviewed during this visit and represents only a sampling of the training records completed to date. It is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes.

All records will be retained within the control of the primary contractor and shall be made available for review at the contractor's place of business within the State of California.

Invoices:

Ms. Ohta, Ms. Cabeceira and Mr. Walton submitted invoices for progress payment 1, 2 and final.

Location Of Training:

All training under this Agreement was performed at the contractor's location in Arcata, California.

Audit:

Holly Yashi, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

Record Retention:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916.327.5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office

cc: Jeff Walton – jeff@hollyyashi.com
Kay Cabeceira – kaye@hollyyashi.com
David Guzman, Chief, Audits and Program Operations
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____ **